

Notification form for Conferences, Seminars, Workshops, etc.

County of Elk

Please complete in duplicate, one copy will be returned to Department Head.

Department _____

Authorization for _____

Dates and location of conference, etc. _____

Name/Title of person(s) attending: _____

Seminar cost per person: _____

Additional cost per person (hotel, gas, etc) _____

Date request submitted: _____

Requesting car: Yes No Car available/not available _____
(To be completed by Deputy Chief Clerk)

If "No", please state reason _____

Pickup date & time _____

Return date & time _____

APPROVED

NOT APPROVED

Commissioner

Commissioner

Commissioner

Commissioner

Date

Date